# Stage 6 Board Endorsed VET courses

## Introduction

NSW Department of Education has engaged JobQuest to deliver BOSTES Courses under External Delivery of VET Courses for Secondary Students (EVET)[[1]](#footnote-1) contract. Advantages of JobQuest EVET delivery:

* Contributes to HSC units;
* Delivered at school or approved external venue;
* Training and assessment at times suitable to schools;
* Adult learning environment;
* Transition to post-school pathways;
* Available to both Stage 5 (Years 9 and 10) and HSC (Stage 6 – Years 11 and 12) students[[2]](#footnote-2);
* Credentialing includes HSC units, RoSA and AQF VET qualification;
* Work Placement provided by JobQuest in consultation with schools;
* Inclusive of students with additional learning and support needs;
* Cost effective - payment and invoices processed by Secondary Education of the Department through Local Reference Group (LRG).

## Delivery Model

JobQuest adopts work-like integrated learning approach which draws on various methodologies such as enterprise learning, project based learning, problem based learning and simulation in the delivery of EVET courses. Delivery typically incorporates at least two real life projects conducted in a supportive, collaborative and creative environment for students to develop competencies not just for assessment, but also applicable in workplace and daily life.

Some examples of these projects include:

* Young Entrepreneur Project – In partnership with Bank of Queensland, Nexus Business Solutions and Nepean High School, the students developed, planned and marketed three types of products and set up market stalls in Penrith Wednesday Market.
* Caring Cooks Project – In partnership with Ronald MacDonald House and a number of local high schools, students plan, prepare and deliver meals to patients and family staying in Ronald MacDonald House.
* Pink Finss Project – In partnership with the Pink Finss, Hawkesbury Race Club, a number of local business and Hawkesbury High School, students planned and conducted a fund raising event for breast cancer patients and their families.

## Qualifications:

Unless otherwise negotiated, all EVET qualifications delivered by JobQuest are 240 hours over 2 years, a total of 4 HSC units. 4 HSC units over 1 year can be negotiated on a case by case basis.

### Skills for Work and Vocational Pathways (Foundation Skills FSK20113)

240 hours over 2 years, 4 HSC Units, no mandatory work placement, no HSC exam

**Units of Competency**

Core

* FSKDIG03 Use digital technology for routine workplace tasks
* FSKLRG09 Use strategies to respond to routine workplace problems
* FSKLRG11 Use routine strategies for work-related learning
* FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work
* FSKNUM15 Estimate measure and calculate routine metric measurements for work
* FSKOCM07 Interact effectively with others at work
* FSKRDG10 Read and respond to routine workplace information
* FSKWTG09 Write routine workplace texts

Electives

Group A

* FSKLRG10 Use routine strategies for career planning
* FSKNUM18 Collect data and construct routine tables and graphs for work
* FSKRDG09 Read and respond to routine standard operating procedures
* FSKWTG07 Write routine formal workplace texts

Group B

* BSBITU201 Produce simple word processed documents
* BSBWHS201 Contribute to health and safety of self and others
* BSBITU202 Create and use spreadsheets
* BSBWOR204 Use business technology

Group C

* SIRXCCS202 Interact with customers
* SIRXCLM101 Organise and maintain work areas
* SIRXIND101 Work effectively in a customer service environment

While not mandatory, work placement will be offered to students unless otherwise negotiated with the school.

### Certificate II in Business Services (BSB20115)

240 hours over 2 years, 4 HSC Units, 70 hours mandatory work placement with HSC exam

**Units of Competency**

* BSBWHS201 Contribute to health and safety of self and others
* BSBCUS201 Deliver a service to customers
* BSBFIA301 Maintain Financial Records
* BSBINN201 Contribute to workplace innovation
* BSBSUS201 Participate in environmentally sustainable work practices
* BSBIND201 Work effectively in a business environment
* BSBINM201 Process and maintain workplace information
* BSBITU201 Produce simple word processed documents
* BSBITU202 Create and use spreadsheets
* BSBITU203 Communicate Electronically
* BSBWOR204 Use business technology
* BSBCMM201 Communicate in the workplace
* BSBWOR202 Organise and complete daily work activities
* BSBWRT301 Write simple documents

### Certificate III in Property Services – Agency (CPP30211)

240 hours over 2 years, 4 HSC Units; or 300 hours over 2 years, 5 HSC units;

70 hours work placement strongly recommended, no HSC exam

**Units of Competency**

* CPPDSM3010B Meet customer needs and expectations in the property industry
* CPPDSM3015B Use and maintain property and client information databases with diversity
* CPPDSM3018B Identify risks to agency operations
* CPPDSM4080A Work in the real estate industry
* CPPDSM3010B Meet customer needs and expectations in the property industry
* CPPDSM3019B Communicate with clients as part of agency operations
* CPPDSM4007A Identify legal and ethical requirements of property management to complete agency work
* CPPDSM4008A Identify legal and ethical requirements of sales to complete
* BSBDIV301A Work effectively with diversity
* CPPDSM3006B Collect and process property information
* CPPDSM3001A Assist in listing properties for lease

Additional Elective units to meet 300 hour Course requirements

* CPPDSM3002A Assist in listing properties for sale
* CPPDSM3004A Assist in marketing properties for sale
* CPPDSM3003A Assist in marketing properties for lease

### Certificate II in Retail Services (SIR20212)

245 hours over 2 years, 4 HSC units, 70 hours mandatory work placement with HSC exam

**Units of Competency**

* SIRXCCS201 Apply point-of-sale handling procedures
* SIRXCCS202 Interact with customers
* SIRXCLM101 Organise and maintain work areas
* SIRXCOM101 Communicate in the workplace to support team and customer outcomes
* SIRXICT001A Operate retail technology
* SIRXIND101 Work effectively in a customer service environment
* SIRXRSK201 Minimise loss
* SIRXWHS101 Apply safe work practices
* SIRXINV001A Perform stock control procedures
* SIRXMER201 Merchandise products
* SIRXSLS201 Sell products and services
* SIRXSLS002A Advise on products and services
* SIRXMER202 Plan, create and maintain displays
* SIRRRPK214 Recommend specialised products and services

## Specialised Support

JobQuest will develop, implement and monitor individual training plans in providing services and resources for students enrolled in any EVET courses, including

* Specialist LLN support;
* Cultural support for Aboriginal students in partnership with NSW Aboriginal Education Consultative Group especially Hunter and Met West regions ;
* Disability support for physical, sensory and psychological needs;
* Referral to specialist services as appropriate eg mentors, Headspace, speech or occupational therapists, school based specialist support staff;
* Physical - documented on individual learning plans, eg coloured paper for students with dyslexia, writer for exams, interpreter services as needed, adjustable tables and chairs, adaptive or augmentative communication aids
* Teaching plans are developed which integrate highly interactive project based learning with the course requirements ensuring the full range of learning styles are catered for.
* Work placement in a staggered arrangement or by individual arrangement
* Support to develop travel skills

For further information, please contact:

* Ms Fiona Keane, [fiona@jobquest.org.au](mailto:fiona@jobquest.org.au), 0412 880 072
* Mr Andrew Tipping, [andrew@jobquest.org.au](mailto:andrew@jobquest.org.au), 0403 236 320
* Ms Anne Brecht, [anne@jobquest.org.au](mailto:anne@jobquest.org.au), 0421 311 436

1. As TAFE NW moved from the Department of Education to the Department of Skills, Industry and Regional Development in 2015, making it an external Registered Training Organisation, TAFE courses will be provided under EVET. [↑](#footnote-ref-1)
2. Students must meet both BOSTSES and AQF requirements. [↑](#footnote-ref-2)